

# IELA 2010 Return of Materials Divider Sheet

**Packaging & Shipping Directions:** Please follow the steps below when packaging your materials for return to Questar. (Note: You may want to make a reference copy of these instructions as this original orange-colored copy must get placed in the return box). The deadline for District Test Coordinators to ship boxes out is April 8<sup>th</sup>. **All test materials must be received by Questar no later than April 14<sup>th</sup>.**

**Step 1.** Gather your shipping cartons. You may use the box(es) in which the materials were originally packed or if needed, you may use your own boxes of similar style and quality. If more than one box is used, please number the boxes (1 of X, 2 of X, etc.).

**Step 2.** Place all Examiner Manuals, all Listening CDs, all unused student answer documents, all unused test booklets, and all unused School and Examiner Identification Sheets in the bottom of your box.

**Step 3.** Place this orange-colored Divider Sheet on top of the items you already placed in the box (Step 2.) Note: The purpose of this Divider Sheet is to separate the materials in a systematic manner for receiving and processing.

**Step 4.** Next, place the used non-scannable student test booklets [This includes forms A, C1, C2, D1, D2, E1, E2 test booklets and the B1 & B2 Speaking Prompt Books] on top of this orange-colored Divider Sheet.

**Step 5.** Put the stacks of Scoring Envelopes (scoring services and/or white gusseted) on top of the test materials already placed in the box. Note: Please ensure that a yellow School ID sheet has been completed and placed on top of each school stack as it is necessary for processing. If you are using more than one box to return materials, please package ALL of the Scoring Envelopes in box #1.

**Step 6.** Then, place the *IELA 2010 Form(s) For Non-Tested Students* on top of the Scoring Envelopes. If using more than one box to return materials, please make sure these forms are included in box #1.

**Step 7.** Place the cream-colored District ID sheet on top of the forms for non-tested students. If using more than one box to return materials, please include the District ID in box #1.

**Step 8.** If filler is needed, please use scrunched up paper, not Styrofoam® or shredded paper packaging (which can make the answer documents unscannable). In addition, please do not use rubber bands to group materials.

**Step 9.** Place Blue Return Carton Label provided by Questar (originally sent in your District Packet of materials) on the outside of carton. This will help to identify your return.

**Step 10.** Use the pre-paid UPS RS label(s) provided by Questar (originally sent in your District Packet of materials) to return your box(es). Please note that these labels are for ground service so you must ship your box(es) out by April 8<sup>th</sup> to ensure they are received at Questar by the April 14<sup>th</sup> deadline.